

# FRESNO, CALIFORNIA

## CLASS SPECIFICATION

### MAINTENANCE AND OPERATIONS ~~SPECIALIST~~

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#### FLSA STATUS:

Non-Exempt

#### CLASS SUMMARY:

The Maintenance and Operations ~~Specialist~~ is the third level in a five level Maintenance and Operations series. Incumbents are responsible for performing skilled maintenance activities associated with buildings, grounds, and equipment operations and, depending on area of assignment, for serving as lead worker to maintenance and operations staff and for operating light and/or heavy equipment.

Distinguishing characteristics within the class, depending upon specialized area of assignment are, responsibility for independently performing maintenance activities which may include: bus equipment monitoring and distribution, heavy equipment operations, light equipment operations, property maintenance, custodial activities, or street sweeping.

The Maintenance and Operations ~~Specialist~~ is distinguished from the Maintenance and Operations Technician by its responsibility for performing skilled building, grounds, and equipment maintenance and operations activities. The Maintenance and Operations ~~Specialist~~ is distinguished from the Senior Maintenance and Operations Specialist, which is responsible for performing journey and lead level buildings, grounds, and equipment maintenance and operations activities.

Incumbents in this classification may be required to work any shift, holidays, and/or weekends.

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~~Deleted: Technician~~

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~~Deleted: , or wastewater distribution maintenance~~

~~Deleted: Senior~~

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~~Deleted: Senior~~

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**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1. May provide direction to a crew on an assigned project.
2. Performs skilled equipment, building, and/or grounds maintenance and repair activities which, depending on area of assignment, may include: assisting in setting up and finishing concrete; assisting with performing carpentry work; assisting with repairing plumbing systems; installing and repairing irrigation systems; maintaining landscaped areas; assembling modular office furniture; or performing other related activities.
3. Operates and maintains a variety of light to heavy equipment, which includes performing routine preventive maintenance and repairs.

Varies  
0 – 10%

Daily  
30%

Daily  
15%

~~Deleted: May serve as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.~~

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~~Deleted: performing manual labor activities requiring the operation of light equipment;~~

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>
4.	Installs, replaces, and maintains a variety of structures and/or equipment, which may include: changing light bulbs; checking support and safety equipment; installing or removing shelters; monitoring restroom supplies and functionality; and, performing other related items.	Daily 10%
5.	Completes a variety of logs, documents, and/or reports regarding quantity of materials handled, equipment operations, miles driven, fuel and oil used, and/or other related information.	Daily 10%
6.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 10%
7.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Weekly 10%
8.	Performs other duties of a similar nature or level.	As Required
Sets up traffic control for median islands and special events;		

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**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Street Sweeping may be responsible for:

- ~~Participating in the cleaning of streets, gutters, and median islands utilizing motor-driven street sweepers;~~
- ~~Participating in the cleaning of storm drains.~~

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Positions assigned to Custodian may be responsible for:

- ~~Participating in the cleaning and sanitizing facilities, including floors, windows, counters, restrooms, and related items or areas, to ensure professional appearance of City buildings;~~
- ~~Participating in the setting up and tearing down for special events;~~
- ~~Participating in the emptying trash and recycle receptacles;~~
- ~~Participating in the cleaning and polishing seating areas, escalators, and elevators;~~
- ~~Assisting in the search of public buildings in the event of bomb threats or other potential hazards;~~
- ~~Assisting in building security functions;~~
- ~~Participating in floor maintenance activities, which includes vacuuming, sweeping, mopping, shampooing, stripping, burnishing, and waxing.~~

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Positions assigned to Parks and Recreation may be responsible for:

- ~~Operating a wide variety of equipment in support of parks maintenance, repair, and operational activities, which includes dump trucks, trailers, brush chippers, chain saws, water-tank trucks, hydraulic spray rigs, hydraulic gang mowers, rubber-tired tractors, backhoes, packer-type refuse trucks, hydro-lifts, and/or other applicable equipment;~~
- ~~Hauling lumber, soil, compost material, nursery stock, and miscellaneous supplies to and from work sites;~~
- ~~Picking up and delivering materials, and supplies to appropriate destinations;~~
- ~~Applying chemical pest control sprays to street trees.~~

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Positions assigned to Public Utilities may be responsible for:

- ~~Operating a wide variety of equipment involved in digging, mowing, construction, and maintenance activities;~~
- ~~Setting grades of ponds and ensuring proper slopes of banks;~~
- ~~Performing sludge drying maintenance activities;~~
- ~~Excavating grounds;~~
- ~~Gritting and hauling trash.~~

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#### **Training and Experience** (positions in this class typically require):

- High School Diploma
- OR
- GED, and two years of skilled or building trades maintenance experience
- OR
- One year of experience as a Maintenance and Operations Technician with the City of Fresno are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing Requirements** (positions in this class typically require):

- Valid State of California Driver's License, Class C:

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Some positions, based on assignment, may require:

- Valid State of California Driver's License, Class A or B, with related endorsements.
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desirable.
- An extensive background investigation.

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Inventory management principles and practices;
- Custodial, equipment, building, or grounds maintenance and repair practices and procedures;
- Safe work practices and procedures.

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**Skills** (position requirements at entry):

Skill in:

- Using and caring for applicable tools and equipment;
- Preparing and maintaining records, logs, and related documentation;
- Performing skilled maintenance and repairs in assigned area of responsibility;
- Estimating material, supply, equipment, and labor requirements for applicable projects;
- Performing manual labor;
- Operating applicable tools, equipment, and machinery in assigned area of responsibility;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Deleted: <#>Prioritizing and assigning work;¶¶  
<#>Training employees in proper work methods;¶¶**

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**Physical Requirements:**

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson and Associates (LM)  
Date: 11/2007